Sustainability and Climate Action Plan Development Schedule		2021						2022												
	Current																			
	Status	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Pre-Milestone Planning																				
Designate a sustainability coordinator	complete																			
Obtain Executive Director and Council buy-in	complete																			
Organize interdepartmental governmental team	complete																			
Form a Sustainability Commission	complete																			
Form a climate action plan task force (i.e. Sustainability Commission)	complete																			
Develop a work plan for planning process	complete																			
Develop a work plan for public outreach	complete																			
Develop a community engagement strategy	complete																			
Kick off Sustainability Commission meetings	complete																			
Gather ideas for the high level goals/scope of the plan	complete																			
Launch and publicly announce the planning process	complete																			
Milestone 1: Conduct Sustainability Assessment																				
Begin to define the high level goals/scope of the plan	complete																			
Review existing Delco/PA plans (Delco 2035 Plans, PA CAP, etc)	in progress																			
Inventory existing sustainability measures (County opertions)	in progress																			
Gather and analyze data for the assessment to define key issues	in progress																			
Solicit ideas from the public/stakeholders on the goals, guiding principles, and																				
key challenges	in progress																			
Create a sustainability assessment report																				
Implement community engagement strategy	in progress																			
Complete a climate vulnerability assessment																				
Complete a community-wide GHG inventory	in progress																			
Forecast business-as-usual emissions																				
Milestone 2: Establish Sustainability Goals																				
Define clear, relevant, measurable goals and emissions target																				
Test the achievability of your goals by brainstorming possible strategies																				
Solicit ideas from the public for sustainability goals																				
Announce goals to the public (for Earth Day?)																				
Establish emissions targets																				

Milestone 3: Develop Sustainability Plan							
Develop and prioritize measures							
Develop climate action goals, objectives and measures							
Develop implementation plans for each measure							
Develop implementation and monitoring strategy							
Prepare for the public outreach process							
Perform outreach							
Create an outline for the plan							
Develop draft climate action plan							
Write the plan							
Release a draft plan for public comment							
Finalize and release the plan							
Finalize and adopt climate action plan							
Milestone 4: Implement Policies and Measures							
Implement the measures in the plan and track implementation status							
Implement, monitor and evalute climate action plan							
Institutionalize the planning process							
Define the future role of the sustainability advisory board							
Coordinate with a coalition of advocacy groups							
Milestone 5: Evaluate Progress and Report Results							
Review sustainability indicators and gather missing baseline data							
Develop an annual progress report to update the public							
Update the GHG inventory							
Update the public through communication channels							
Update the sustainability advisory board and key stakeholders							
Yellow bar denotes action items from Local Climate Action Plan program							